



MULTI-FAMILY RECYCLING

Waste haulers must provide for the collection of the following recyclable materials:

- Newspaper
- Magazines
- Catalogs
- Corrugated Cardboard Boxes
- Brown Paper Grocery Bags
- Plastic Bottles #1 - #7
- Glass Bottles and Jars
- Aluminum Cans
- Steel (Tin) Cans

~ Choose the Recycler/Hauler That Best Suits Your Needs ~

You are encouraged to negotiate recycling services with your existing hauler or seek proposals from competitors.

All solid waste haulers/recyclers are required to enter into a non-exclusive service agreement with St. Lucie County. This agreement defines their scope of service and assures County residents and businesses quality service.

Here are a few tips on how to select a hauler/recycler to suit your needs. Choose a hauler that:

1. Holds a non-exclusive service agreement with St. Lucie County.
2. Provides a selection of recycling container to suit your specific needs (containers range in size from 90 gallons to 40 cubic yard capacity)
3. Will adjust level of garbage service (frequency of collection or size of containers) to accommodate a reduction in the waste stream due to:
 - Successful recycling program
 - Lower occupancy rate during the summer months
4. Has a comprehensive plan to fit your budget needs.



It's Easy to Start & Maintain a Successful Recycling Program

Solid Waste collection systems vary greatly among multi-family complexes. Recycling systems are equally diverse. But the steps for setting up a successful recycling program are universal:

1. Appoint a capable, enthusiastic Recycling Coordinator to orchestrate the implementation of the collection system, promotion and education and on-going system maintenance.
2. Design a simple, easily accessible collection system for residence to use. System should complement existing garbage collection system.
3. Obtain owner/management support and commitment.
4. Develop an effective long-term resident education program.

THE SUCCESS OF A RECYCLING PROGRAM IS MEASURED BY ONE THING...
UTILIZATION OF THE SYSTEM BY A MAXIMUM NUMBER OF RESIDENTS!



Seven Steps to a Successful Recycling Program

Step 1: Form Your Team

The appointment of an on-site Recycling Coordinator is essential to the success of any recycling program. An implementation team should also be involved to assure coordination between the various parties affected by such a program. Team members should include representatives from management/ownership, residents, and maintenance. You may wish to involve your waste hauler, or consult with several haulers as you explore your options.

Step 2: Review Your Needs

Start by evaluating the scope of your current solid waste management system. If a contract for collection service exists, review it carefully with the committee before going to the next step.

Find out the following information:

1. How many and what size containers do we have for garbage?
2. How often are these containers emptied?
3. Are these containers full to capacity when emptied?
4. Do we/can we adjust level of garbage service during off-peak season?

In addition, you should review the following for potential program limitations:

- Association documents
- Fire Safety regulations
- Other local codes



Step 3: Select Your Hauler

All waste haulers providing collection service to multi-family properties in the unincorporated area are required by St. Lucie County Ordinance #93-16 to provide recycling collection services to their customers. Property owners/managers should select a waste hauler/recycler that will provide the type of service that you desire at a price that is competitive.

Services offered by waste haulers vary. Here are a few questions you should ask when selecting a waste hauler:

Garbage Collection Services

- What size/type of containers do you offer?
- Can I purchase my own container or rent them?
- Can frequency of collection, size of containers be reduced during off season?

Recyclable Materials Collection Service

- Do you offer a varied selection of container types?
- Can level of garbage service be adjusted as recycling increases?
- Does maintenance or janitorial personnel need to be involved?

Step 4: Design your program

Because of the various types of building and waste collection systems, recycling systems vary. The following are just a few of the most common types of recyclable material collection systems. In all but the first example, residents carry recyclables to a central collection area.

Curbside Recycling Bins - Some multi-family complexes, such as mobile home parks, have curbside garbage collection similar to single family homes. Curbside recycling would be ideal here. Two 14 gallon recycling bins are provided to each residence for storage of recyclables. Containers are placed at the curb for weekly collection. Curbside recycling, because of its convenience, produces the highest volume of recyclables.

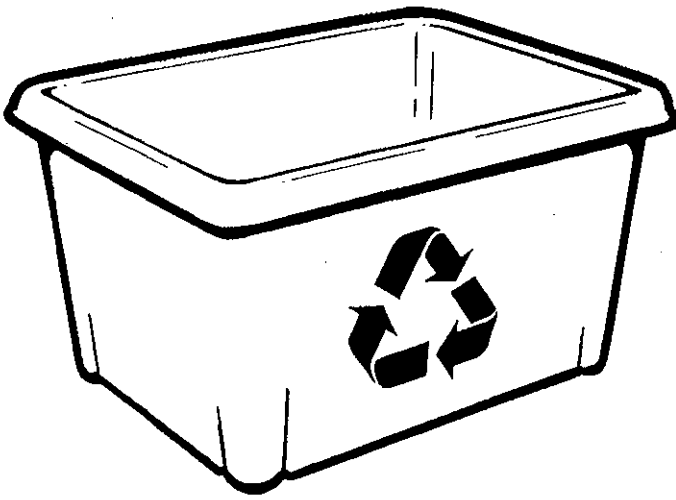
Central Collection ("Roll-Off") Containers - These large compartmentalized containers are generally 20 to 40 cu. yds. capacity, measuring 20 to 30 feet in length. Separated compartments make separation of recyclable materials easy for residents to use. Container is hauled directly to a recycling facility where it is emptied then returned.

Individual (90 gallon) Containers - Containers are located at or near the site where existing dumpsters are located. A minimum of two containers are required for each 2 cu. yd. garbage dumpster. There are two systems that utilize these containers:

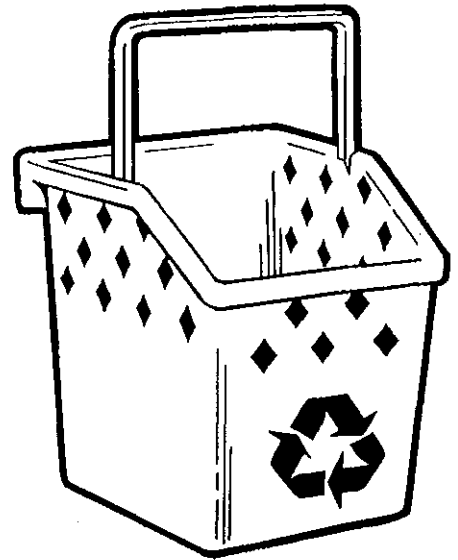
1. A two container co-mingled system – One container is provided for newspaper and the other for the collection of glass bottles, plastic bottles, steel cans, and aluminum cans. Your waste hauler will service the containers by manually separating the material at the truck.
2. A multi-container source separated system – Individual containers are provided for each separate recyclable. These containers are generally serviced by an automated collection vehicle.

Dumpsters - Similar to those used to store garbage, capacity ranges for 2 to 8 cu. yds. For maximum utilization, recycling dumpsters should be located in the vicinity of existing garbage dumpsters. To avoid contamination, recycling dumpsters should be clearly labeled and painted a different color than garbage dumpsters.

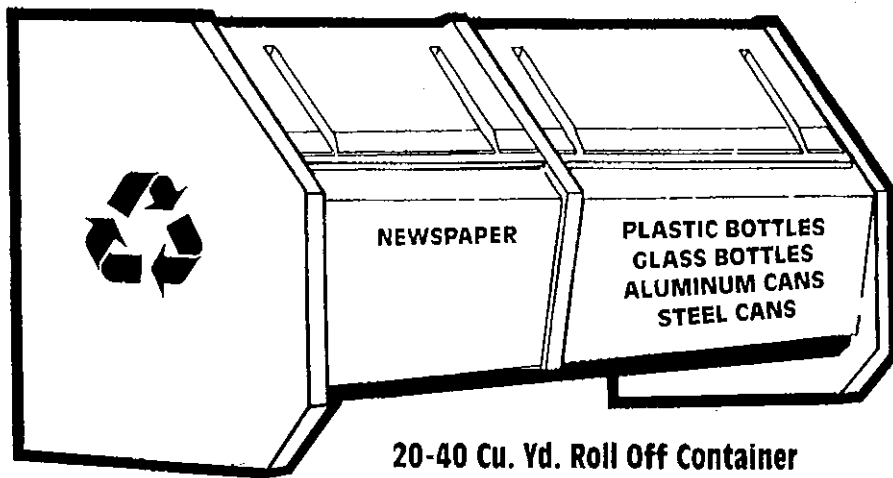
Mini-Recycling Bins - These six gallon capacity containers are ideal for in-home storage of recyclables. They fit conveniently under the sink, and have a handle for easy transport to a central recycling container. Haulers will have these optional containers available for sale.



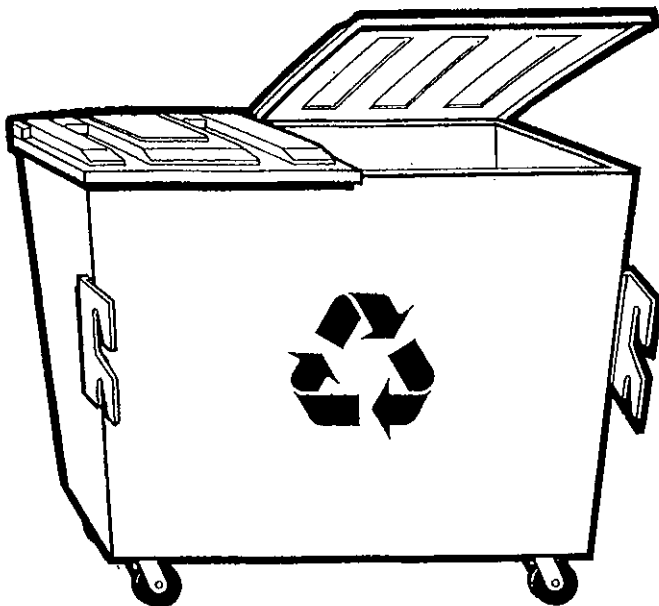
Curbside Recycling Bin



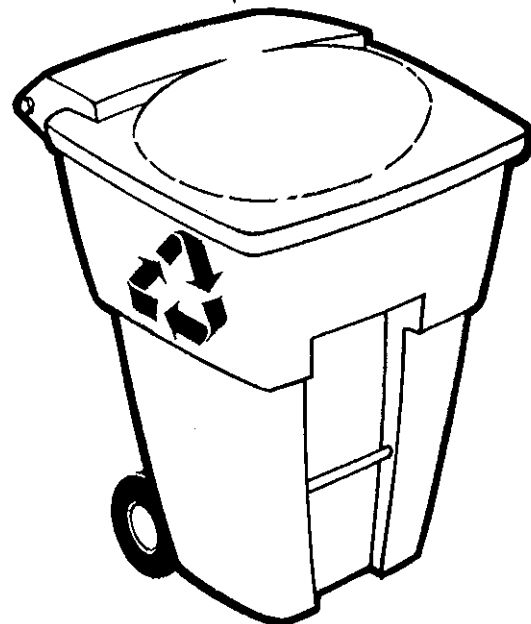
6 Gallon Mini-Bin



20-40 Cu. Yd. Roll Off Container



2-8 Cu. Yd. Dumpster



90 Gallon Container



Step 5: Promote Your Program

Once program logistics have been finalized, it is critical to “get the word out”. You begin by identifying everyone who may be involved with sorting and collecting recyclable. A typical recycling program will involve the following groups:

Residents – The attitude of the residents is critical to program success. New resident orientation, ongoing information and promotion, and recycling updates are basic tools to keep people informed and eager to participate.

Resident education should focus on promoting participation and minimizing contamination of containers. Education activities can include program “kick-off” events, posters promoting the benefits of recycling, and updates in newsletters and bulletins.

Owners – Strong support of owners, whether individual or corporate entity, or the condo association is fundamental to your programs success. A memo to all program participants (residents, management groups, maintenance employees) from a senior representative explaining the company’s or association’s commitment and encouraging participation is a good start.

Property Management – Quite often property/building management plays a key role in the day-to-day operations of the facility. Their role as a supervisor of on-site employees, managers of contracts, activities, and administration enable them to effectively coordinate all program elements on an ongoing basis.

Maintenance personnel – Time spent familiarizing your maintenance personnel with the recycling program objectives and requirements is time well spent. Special meetings with supervisors and staff held during all shifts can eliminate any misconceptions about recycling and promote effective participation. Once the program is established the service personnel often provide valuable feedback for improving the program.

Contact Waste Pro at 772-595-9390 for assistance and free promotional material including posters, brochures, container labels, etc.



Step 6: Communicate to keep program Successful

A planned educational program insures that everyone involved understands the benefits of recycling and how to make the program successful. Your messages should focus on motivating participation. Instructions should help residents to identify what can be recycled and minimize contamination of the containers. Basic components for a quality education program include:

Kick-off letter from the building owner, manager, or condo association to all residents announcing the program. Briefly describe the benefits of recycling, how the program will work, and what residents and employees are being asked to do.

Resident's introductory meetings are strongly advised. Residents will be more likely to participate if they see firsthand a sample of the containers to be used, the materials to be recycled, and samples of contaminated to avoid. In this meeting, clearly describe the process and the persons responsible for handling the recyclables at each stage of the process. This is a great opportunity for a question and answer session. Distribution of a recycling "how-to" handout would be ideal.

New resident orientation should include a thorough description of the project including containers, recyclable items, contaminants, procedures and who to call for information.

Labeling of recycling containers provides a daily reminder of what should go into the bins and what should not. Signs or labels should be attached to each container. Bins located at intermediate collection points should have a label on the container and one above the container at eye level. Special notices and messages can be posted in the same area to alert residents of contaminant problems or simply update them on the program's status.

Ongoing progress reports and updates promote participation and can correct improper recycling practices. Regular reports to resident on program achievements (quantities recovered or costs save, and any problem encountered and solved) go a long way to maintain the program's success. Publicity tools include memos, newsletter articles, displays, and posters.

Step 7: Monitor and Manage Your Program

Ongoing program management is critical for continued success. Effective management should include monitoring of program operations, as well as program results, including volumes of recyclables produced, levels of contamination, and reduction in garbage volumes. Ongoing monitoring also includes handling problems and complaints.

A checklist of items to monitor might include:

1. Are recyclable being properly prepared for collection?
2. Are recyclables being placed in proper containers?
3. Are signage / labels clear and easy to read?
4. Do residents find containers conveniently located and easy to use?
5. Are containers being emptied at appropriate intervals?
6. Could program participation be improved?
7. Is the volume of garbage declining?
8. If the answer to #7 is yes, can we save money by reducing the level of garbage service?

Dear Neighbor/Resident:

If you are like most residents of multi-family communities, you throw out over five pounds of garbage each day. In St. Lucie County that adds up to over 300,000 tons of solid waste each year; enough waste to fill Digital Domain Stadium three feet deep with trash each and every day.

We are concerned about the growing garbage problem and are therefore pleased to announce that our complex is about to start recycling program. By recycling, we conserve natural resources and reduce the amount of garbage that ends up in our landfill. Recycling also helps us better manage the increasing cost of waste disposal at our complex and in our community.

The following materials will be included in our new program:

- **Plastic bottles #1—#7**
- **Glass Bottles and Jars**
- **Aluminum Cans**
- **Steel (tin) cans**
- **Newspapers**
- **Magazines & catalogs**
- **Flattened Corrugated Boxes**
- **Brown Paper Grocery Bags**



Participation in this recycling program will require only a small change in your daily lifestyle. We can't afford to waste our resources anymore! It's time we recycle.

We invite you to join us at an introductory meeting on

_____ at _____

To learn more about this new service, and how you can participate.

If you have any questions, please contact

_____ at _____.

Remember, it's our community, lets not throw it away.

Sincerely,

OUR RECYCLING PROGRAM IS ABOUT TO START!



NEWSPAPERS—CATALOGS
MAGAZINES—FLATTENED
CORRUGATED BOXES—
BROWN PAPER BAGS—
GLASS BOTTLES AND JARS—
PLASTIC BOTTLES (#1—#7)—
STEEL (TIN) CANS—
ALUMINUM CANS—AEROSOL

Containers will be
located:

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Beginning _____ you can recycle right here on our property. If you have questions, please feel free to contact your program coordinator.

Contact person: _____ Phone: _____